



Arkansas Department of Community Correction

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ADMINISTRATIVE DIRECTIVE: #98-06 PERSONAL CLEANLINESS & GROOMING FOR RESIDENTS

TO: DEPARTMENT OF COMMUNITY PUNISHMENT (DCP) EMPLOYEES

FROM: PAULA PUMPHREY, DIRECTOR

SUPERSEDED: AD 98-04

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APPROVED: Signature on File

EFFECTIVE: APRIL 20, 1998

- I. APPLICABILITY:** This policy applies to residents under the care and custody of the Arkansas Department of Community Punishment and CPC employees.
- II. POLICY:** To provide for the health and hygiene of CPC residents, and to maintain a standard appearance throughout the period of confinement/ incarceration, minimizing opportunities for disguise and transport of contraband and weapons.
- III. STANDARDS:**
 - A. All residents, including current residents, are expected to conform with the grooming policy. Male residents' hair will be cut during the intake process, or as soon as possible upon reaching the CPC, to comply with the standards set forth in this policy.
 - B. Residents' hair must be clean and neatly combed. No extreme styles are permitted. The hair of a male resident must be worn loose and cut so as to be above the ear, with sideburns no lower than the middle of the ear lobe, and no longer in the back than the nape of the neck. Female residents must keep their hair so as not to extend longer than shoulder length.
 - C. The wearing of facial hair is a privilege. When this privilege is requested and granted by the clinical staff, only a neatly trimmed mustache that does not extend beyond the corner of the mouth or over the lip is authorized. Medical staff may prescribe that residents with diagnosed dermatological problems may wear facial hair no longer than one quarter of an inch. Residents must present a permission or exception pass from the medical staff upon demand.
 - D. The wearing of make-up and jewelry are a privilege and must be requested and may be granted by clinical staff according to CPC therapeutic procedures.

"There is good in all people; how we deal with them determines how much of it we see."

- E. Fingernails and toenails will be clipped so as not to extend beyond the tips of the fingers or toes.
- F. Residents will maintain standards of hygiene so as not to create a health hazard or public nuisance. If personal hygiene falls below these standards, the RMT or Center Supervisor may order that the necessary steps be taken to ensure compliance.
- G. Failure to abide by grooming standards are grounds for action based on Department policy.

IV. STANDARDS: American Correctional Association (ACA) Standards for Adult Community Residential Services, third edition, standard 3-ACRS-4D-10.